

Job Title: Principal Assessor	Hours per week: 40	FLSA Status: Exempt
Reports To: Town Manager & BOA	Department: Assessors	Grade: 15

TOWN OF LUNENBURG

Principal Assessor

Statement of Duties:

Support the Board of Assessors with the administration and conduct of the duties of the office including maintenance of the property database, valuation and classification of property, commitment of taxes, grant of exemptions and abatements, apportionment of betterments, and admin of excises. Works under the direction of the Board of Assessors to serve the taxpayers of the Town by valuation and classification of property in accordance with standards set by MGL through the practice of policies and procedures that promote good public relations, provide user friendly access to data, maximize resources, and maintain equity, accuracy, and fairness.

Supervision:

Works under the direction of the Town Manager & reports to the Board of Assessors in accordance with the directives and policies of the Massachusetts Department of Revenue, and in compliance with Massachusetts General Laws. Plans and performs operations, and independently completes assigned tasks according to a prescribed time schedule.

Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in carrying out an entire operation.

Supervises one part time Principal Clerk and one part time Administrative Assessing Assistant. May supervise one Senior Tax- Work Off individual.

Job Environment:

Performs work under typical office conditions with normal interruptions. Minimal physical effort is generally required in performing administrative duties.

Operates a vehicle, computer and related office equipment, calculator, fax, copier, and other standard office equipment.

Field work is performed with some exposure to weather and the hazards associated with construction sites; the noise level in the field is usually moderate to loud. Moderate physical effort is required when conducting field inspections, including the ability to maneuver stairs and uneven terrain for field inspections during all types of weather conditions.

Has frequent contact with the general public, other Town departments, and State and Federal agencies, in person, by telephone, and/or in writing. Has regular contact with attorneys, members of the banking and real estate communities, and appraisal consultants.

Has access to a wide variety of confidential department-related and town-wide information which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in time loss, confusion and delay, failure to comply with regulations, poor public relations, monetary loss, and legal repercussions.

Essential Functions:

Essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Manages all the functions of the Assessing Department; real property assessment, personal property assessment, motor vehicle excise, exemptions and abatement. Provides assessing information to the public and handles the more difficult customer service requests.

Recommends the tax rate for the town; summarizes property values; determines various collections; calculates levy amount and the necessary tax rate. Confers with the Town Manager, Selectmen, and/or Finance Committee regarding certification hearing; makes recommendation as a tax shifts and/or split proportions.

Confers with Board of Assessors to develop and implement policies and procedures pertaining to the department; prepares and administers the annual operating budget; recommends both short and long-term goals for the Board and the department.

Meet with the Board of Assessors once a month or additionally upon their request.

Responsible for the maintenance of records pertaining to real estate in town.

Responsible for all aspects of real and personal property assessment.

Calculates interim year adjustments on all real estate.

Assumes the principal responsibility of revaluation of all property annually, as mandated by the Department of Revenue.

Prepares all tax rate documentation for State certification and Board approval.

Compiles data and prepares information for the annual classification hearing with the Board of Assessors and Board of Selectmen.

Physical (on-site) inspection of residential, industrial, commercial and exempt properties to obtain sufficient data to determine full and fair cash value of both land and buildings. Inspections consist of all building improvements under permits, as well as, approximately 600 periodic inspections of all other properties while adhering to the Department of Revenue (DOR) guidelines. Included in inspections will be sales verification, building permits, abatement inspections applicable to the nine year review.

Analyzes real estate and market conditions and events to determine trends and changes in the market.

Investigates requests for abatements and exemptions of property tax. Advises the Board of Assessors on determining decisions regarding abatement/exemption applications.

Provides information in person, on the telephone, email or via written correspondence to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements and exemptions.

Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property and supervises the recording in office records and computer databases.

Administration of chapter land accounts: conducts site inspections for classification verification; reviews applications; prepares liens, releases, and rollback calculations; and revises land maps & values.

Directs and coordinates efforts of staff in the general management and administration of the Assessing Department including its budget.

Works with the Tax Collector, Sewer Department Manager, and Finance Director on commitment of real estate and special assessment tax bills; works with Personal Property Vendor and staff on personal property commitments; and communicates with MVE vendor in the commitment of Motor Vehicle Excise tax bills.

Assists and oversees the data collection process of properties.

Maintains the town's official maps, reviews changes, adjusts property record cards and transfer cards, sends plans to mapping firm to change maps, and rechecks after changes are processed by mapping firm. Ensures that the maps are current and available to the public on the Geographic Informational System (GIS) through the towns' website.

Prepares court cases for the Appellate Tax Board and may testify as the Assessor representing

the municipality in court proceedings to defend values.

Provides information and explanation to taxpayers regarding this legislation and how the tax amount was derived.

Reviews annual sales data for analysis and Massachusetts Department of Revenue (DOR) requirements. If needed, reconfigures changes for updated files and provides current data.

Oversees and maintains database of legal ownership of property.

Attends courses to maintain licenses and remain current on new developments in the field.

Facilitates communication with other departments as required.

Occasionally required to work outside of normal business hours.

Perform other duties as assigned.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree would be preferred; Associate's Degree with courses in business, finance and property assessment required; three to five years' experience in the real estate or appraisal field, including experience in the valuation of property for tax purposes in accordance with modern assessment principles. An equivalent combination of education and experience will be considered.

DOR Course 101 including Classification Training Workshop completion.

Current Massachusetts Accredited Assessor (M.A.A.) designation is preferred or must be achieved within two years of date of hire. To maintain the M.A.A. designation must attend 45 credit hours every three years.

Knowledge of assessment practices and procedures and of Massachusetts General Laws pertaining to assessment. General knowledge of residential, commercial, and industrial building construction. General knowledge of mapping, surveying, zoning, and deeds. Knowledge of Mass. Appraisal CAMA Systems and Excel.

Valid MA state driver's license.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of property appraisal principles and practices. Extensive knowledge of Massachusetts General Laws relating to assessment and taxation and professionally accepted practices. Familiarity with alternative formulas for determining assessment of various types of property. Familiarity with real estate styles, materials, and methods of construction. The Principal Assessor must be computer literate and have working knowledge of the implementation and maintenance of computer-based mass appraisal systems, including both hardware and software options and capabilities. Knowledge of mapping procedures.

Ability: Ability to maintain detailed and accurate records, using data processing software and office equipment. Ability to establish and maintain effective working relationships with the public, local and state officials and employees. Ability to manage office activities. Ability to be self-motivated, organized, and detail orientated. Ability to work and communicate effectively with town departments and public. Ability to speak in public and make presentations to public.

Skill: Excellent verbal and written communication skills; excellent public relations skills. Aptitude for working with numbers and details. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills. Skill in all of the above listed tools and equipment. Supervisory skills.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in the office where minimal physical effort is demanded when performing functions under typical office conditions; moderate physical effort and agility required when in the field including the ability to traverse varying surfaces at construction sites and ascend/descend stairs; lift/move objects weighing up to 15 pounds; and operate a motor vehicle.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)